



# Texas Facilities Commission

## Employment Opportunities

JOB Vacancy Notice: FY 22-10		
Business Title: Property Manager III		State Classification: Property Manager III
Salary Group: B21	Salary: \$5,000.00 (month) \$60,000.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 10/22/2021	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Building Management

**Note:** To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

Remote work may be available.

Must be able to work flexible hours as needed.

### **JOB SUMMARY:**

Performs advanced and/or supervisory (senior-level) property management work for a state-owned facility (or a complex of facilities). Work involves managing and coordinating property operations, maintenance, and administrative functions. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Requires quarterly travel for property inspections to the following Texas cities: Houston, Waco, Fort Worth and El Paso.

### **ESSENTIAL FUNCTIONS:**

- Serves as building manager for facilities that are within the agency inventory.
- Serves as the contract administrator for third-party property management contracts.
- Evaluates property management services contract requirements and monitors compliance.
- Communicates extensively with third-party property management representatives.
- Inspects the performance and work of contractors and agency staff.
- Conducts quarterly site visits and interior and exterior inspections of facilities in Houston, Waco, Fort Worth, and El Paso.
- Develops and maintains professional tenant relationships.
- Schedules and conducts quarterly Tenant Council meetings and acts as a liaison between the building tenant(s), third party contractor, and all agency programs.
- Prepares site visit and other reports to division management.
- Oversees and coordinates tenant space management, renovations, and changes.
- Develops and administers an annual operating budget, monitors expenses, and ensures budget objectives are met.
- Manages all necessary legal, procurement, and HUB forms and documents associated with the contract and facilities management.
- Creates/receives, prioritizes, distributes, and assures completion of work orders for improvements, repairs, or changes.
- Participates in meetings with project managers and contractors to coordinate large-scale deferred maintenance and capital improvement projects in the buildings.
- Develops and evaluates policies and procedures.
- Adheres to agency and division policies and procedures.
- Responds to inquiries regarding facility management policies and procedures.



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- Monitors compliance and ensures all agency policies and procedures, pertinent laws and regulations are met, including the Americans with Disabilities Act (ADA), Texas Department of Licensing and Regulation (TDLR), Fire Code, and the agency Tenant Manual.
- Supervises the work of others.
- Performs related work as assigned.

## **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university
- Two (2) years' experience in property management.
- Education and experience may be substituted for one another on a year-for-year basis.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of the principles and practices of property management.
- Knowledge of construction practices, including inspections and repairs.
- Knowledge of the agency's policies and procedures, state administrative rules.
- Knowledge of administrative practices and procedures.
- Knowledge of contract management principles and practices.
- Knowledge of ADA, Building, and National Fire Codes.
- Skill in the use of personal computers and applicable programs, applications, and systems, including email, spreadsheet, word processing, and database software.
- Skill in using effective organizational, time management, and planning methods.
- Ability to coordinate, supervise, and hold accountable the activities of a team.
- Ability to maintain effective working relationships with peers, agency personnel, tenants, customers, and the general public.
- Ability to provide excellent customer service.
- Ability to communicate effectively, both orally and in writing.
- Skill in managing and working in a team environment.
- Skill in using effective organizational and planning methods.
- Ability to establish goals and objectives; and to develop and evaluate policies and procedures.
- Ability to prepare and interpret reports.
- Ability to operate a state vehicle.

## **REGISTRATION, CERTIFICATION, OR LICENSURE**

- Certified Texas Contract Manager (CTCM) certification preferred.
- Valid State of Texas Class "C" driver's license.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved. May be required to work hours other than normally-scheduled work hours. Quarterly travel will be required to the following Texas cities: Houston, Waco, Fort Worth and El Paso.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



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Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 310X SC-Supply Corps Officer, 420 Storekeeper, 55 Civil Engineering, 1330 Facilities Officer, 3E6X1 Operations Management, 30C0 Support Commander, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PropertyManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagement.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 14879656**

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